

TITLE: Senior Police Technician

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DEPARTMENT: PoliceREPORTS TO: Police SergeantSUPERVISES: May provide lead direction at crime scene investigations.DISTINGUISHING CHARACTERISTICS

The Senior Police Technician is distinguished from the Police Technician by responsibility for performing technical crime scene investigation activities.

DEFINITION:

Performs a variety of technical tasks relating to crime scene investigation; photographs, collects, examines, and preserves evidence. Performs evidence and property control activities; develops and maintains related records.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Conducts a thorough search of crime scenes for evidence; administers evidence tests. Performs latent fingerprint processing; compares fingerprints with known suspects.

Performs crime scene, surveillance, evidence, and general department photography. Maintains photographic equipment, supplies, files, and darkroom.

Maintains inventory of supplies needed for investigation, evidence analysis, and evidence and property control.

Provides information to department staff regarding evidence and personal property.

Prepares evidence for court exhibits; researches cases and evaluates evidence; testifies in court as necessary.

Receives, tags, and releases personal property and items of evidence in criminal cases. Disposes of items according to written policy and procedure, laws, and court orders.

Provides security for evidence chain inside and outside evidence room; monitors custody of evidence and maintains related records.

Maintains systems and records that provide for proper evaluation, control and documentation of assigned operations. Develops related reports as assigned.

Coordinates and conducts annual police auction to dispose of unclaimed evidence, property, and surplus City property; publishes auction notices.

Provides training to department personnel regarding evidence and related investigative techniques. Attends workshops and courses to remain current in evidence collection and analysis techniques and practices.

#### OTHER JOB FUNCTIONS

Fingerprints criminals and the general public as necessary.

Performs other related duties as assigned.

#### WORKING CONDITIONS:

Duties are performed in the police station while sitting, standing or walking and at crime scenes in varying and extreme weather conditions and terrains. Physical exertion is required to lift equipment, objects or materials of varying weights in excess of 50 lbs. Employees risk physical hazard from driving to and from crime scenes and court sessions, working in rough terrain, and from handling evidence that may be dangerous or toxic.

#### QUALIFICATIONS:

##### Knowledge of:

- Principles, practices, and techniques of investigation and evidence identification and collection.
- Effective practices, methods, and techniques for storing and recording criminal evidence and personal property.
- Law enforcement practices and procedures regarding evidence and personal property storage and disposition.
- Department programs and activities.
- Procedures for identifying, analyzing, and comparing physical evidence.
- Records management and maintenance techniques and practices.
- Photographic equipment and techniques related to investigative work.

##### Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with other employees, officials, and the public.
- Follow written and oral instructions.
- Maintain confidentiality in highly sensitive situations.
- Ability to utilize the Henry system of latent print classification.
- Effectively use and maintain of microscopes and other analytical equipment used in analyzing criminal evidence.
- Perform tedious and complex tasks under adverse conditions.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

High School diploma or G.E.D. and three years of progressively responsible crime scene investigation activities.

Licenses, Certificates, and Other Requirements

Valid driver's license